



USAID
FROM THE AMERICAN PEOPLE

NOTICE TO THE TRADE

DATE: January 31, 2023

ATTENTION: Participants in USAID's Title II Program, including Implementing Partners, Ocean Carriers, Brokers, and Freight Forwarders

SUBJECT: Vessel Information & GHG Emissions Reporting

This notice is to advise all participants in the Title II Food Aid Program that contracted ocean freight carriers are required to report Vessel information and Green House Gas (GHG) Emissions related to ocean transit when they have USAID cargo onboard effective immediately.

This Notice must be incorporated into all Implementing Partners' Title II freight solicitations. The reporting email address is:

USAID-GHG-Reporting@ESGPlusLLC.com

This Notice to the Trade will be incorporated by express reference into Implementing Partners' Title II future freight solicitations. By incorporating the notice into the freight solicitation prior to award, the requirements of this notice will become a contractual obligation of the awardee.

For vessels with Bulk USAID Cargoes the following information is required to be reported:

- a. **Arrival & Departure Reports:** The performing vessel is required to email the Arrival and Departure reports in the prescribed format as per (e) for the Load Port, the Discharge Port, and all intermediate ports between the Load Port and Discharge Port, which the vessel may call.
- b. **Noon Reports** (Email on a daily basis): The performing vessel is required to email the NOON Report for all part/whole days at sea or in transit while underway in the prescribed format as per (e). The Noon Report shall at a minimum contain: Vessel noon



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NOTICE TO THE TRADE

position, Distance travelled since SOP (Start of Passage), Average Speed since SOP, Distance travelled since last noon report (or SOP), Average speed since last noon report (or SOP), Time in hours since last noon report (or SOP), Wind Direction & Wind Force, Swell direction and height, Cloud cover and Visibility, Average Engine RPM, Average Engine Fuel Rack setting*, Slip, Fuel consumed since SOP, All Fuels consumed since last noon report (or SOP).

- c. **BDN – Bunker Delivery Reports** – Last BDN for the bunkers onboard and being consumed during the voyage. If the vessel receives bunkers during the voyage when the USAID cargo is onboard, then these BDN reports also need to be submitted. (Emailed along with next Noon Report)
- d. **Bunker Analysis Reports:** Bunker analysis reports which are routinely carried out after receipt of bunkers onboard, pertaining to the bunkers onboard and as per BDN as indicated above. (Emailed along with next Noon Report)
- e. **GHG Reporting Template:** A GHG reporting template has been developed to comply with all the above requirements and to be used for this reporting. The GHG reporting excel workbook contains instructions and sheets covering these operations. Please arrange to email this workbook on a daily basis to the email address as mentioned above.(same attached)
- f. **USAID Vessel Questionnaire:** All vessels are required to complete the attached Vessel Questionnaire (VQ) at the commencement of the charter and email the same with attachments to the above address.



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NOTICE TO THE TRADE

For Liner containerized USAID cargoes the following information is required to be reported.

- g. Incorporating the total CO2 emissions equivalent for each container from the time of loading at loadport and till the time of discharge at the final destination. The basis of calculation of emissions is to be by the gross weight of the container (and not the volume).
- h. The Emissions may be broken up into Port Emissions and Sea-leg emissions (on a per container (gross weight) per vessel basis).
- i. If a trans-shipment was involved for the said container(s), then a breakdown of the GHG emissions for each leg of the voyage is to be provided based on per container based on the gross weight of the container.
- j. If the Booking Order / Consignment was being carried by more than one vessel, then a comprehensive statement to be provided containing all the USAID related cargoes on that vessel, where the gross weight of the said containers has been specified, on a per vessel basis.
- k. A consolidated statement for all the containers under the shipment No. with USAID cargo, including the container numbers, Vessel name, To & From Ports, Distance travelled, dates of shipment – arrival & departure, Gross weight, Gross CO2 equivalent emissions (per container), Sea-leg GHG emissions, Port GHG Emissions.
- l. The consolidated statement/report (in Excel format) on a per container basis (based on the Gross weight of the said container) is required to be emailed to USAID at the above email address within 30 days of delivery of the Booking order/consignment to the destination port.



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NOTICE TO THE TRADE

The information provided will be utilized to accurately calculate the daily GHG emissions from the vessel for the current voyage.

Refusal to provide this information may disqualify the vessel for future business. Any information provided which is found to be false or incorrect may disqualify the vessel from future business.

Any questions concerning this Notice should be directed to the USAID Transportation Division and Division Chief Mr. Paul Vicinanza at m.oaa.tcmaillistusaid@usaid.gov.

Attachments:

1. USAID GHG Reporting Template Ver 04 29apr2023 – Excel workbook.
2. USAID Vessel Questionnaire – Ver 1.2 – 31may2023 – Fillable PDF

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